

# YOUTH SERVICES POLICY

<b>Title:</b> Volunteer Services Program <b>Next Annual Review Date:</b> 05/29/2010	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 8. Youth Related Services <b>Number:</b> B.8.3
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<b>References:</b> ACA Standards 2-CO-1G-01, 2-CO-1G-02, 2-CO-1G-03, 2-CO-1G-04, 2-CO-1G-05, 2-CO-1G-06, 2-CO-1G-07, 2-CO-1G-08, 2-CO-1G-09 and 2-CO-1G-10 (Administration of Correctional Agencies); ACA Performance-based Standards 4-JCF-6G-10, 4-JCF-6G-11, 4-JCF-6G-12, 4-JCF-6G-13, 4-JCF-6G-14, (Performance-based Standards for Juvenile Correctional Facilities); 2-7223, 2-7224, 2-7225, 2-7226, 2-7227, and 2-7228 (Juvenile Probation and Aftercare Services); Performance-based Standards PP31 and PP32; YS Policy Nos. A.2.18 "Criminal Record Check" and C.4.3 "Mandatory Reporting of Abuse and Neglect of Youth"; and Ch. C. Art. 609 et seq.	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 05/29/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish the Deputy Secretary's policy regarding the development and operation of volunteer services programs throughout Youth Services (YS).

## III. APPLICABILITY:

Deputy Assistant Secretaries, Facility Directors, Regional Managers. Each Unit is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

## IV. DEFINITIONS:

**Mandatory Reporter** - Any of the following individuals performing their occupational duties: health practitioner, mental health/social service practitioner, teacher or child care provider, police officers or law enforcement officials, commercial film and photographic print processors and mediators appointed pursuant to Chapter 6 of Title IV of the Louisiana Children's Code.

**Volunteer** - an individual who donates his or her time and effort to enhance the activities and programs of the unit.

**V. POLICY:**

It is the Deputy Secretary's policy to establish a volunteer services program in accordance with the OJJ Strategic Plan by forming partnerships with families, communities, and other entities to provide services that assist youth in moving toward responsible citizenship.

The Family and Community Liaison Services is the Volunteer Services Coordinator for the Central Office and is responsible for supporting and strengthening the Agency's statewide volunteer and faith-based services.

Each Facility and, if appropriate, regional office shall have a person designated as the Volunteer Services Coordinator for community-based volunteer and faith-based volunteer services.

In recognition of the value of diverse cultural, educational, economic, and organizational backgrounds, YS embraces volunteers drawn from all cultural and socioeconomic parts of the community.

**VI. PROCEDURES:**

- A. Each Facility Director, and if appropriate, Regional Manager shall designate a senior staff member to serve as the unit's Volunteer Services Coordinator.
- B. Volunteer Services programs shall be organized in accordance with applicable standards and shall include written policies and procedures outlining organizational lines of authority, responsibility and accountability. Policies shall address recruitment, selection, orientation, training and supervision of volunteers prior to assignment.
- C. The Faith-based Services programs shall be organized in accordance with applicable standards and shall include policies that enable juveniles to identify their religious preferences, the process to amend that preference and specifies if parental consent is required. In addition, the program shall address the youth's rights to be free from harassment and ridicule because of his/her religious belief, ensure access to clergy and outlines the process and circumstances governing privileged communication as it relates to religious practices.
- D. All volunteers must attend an orientation and/or training session prior to providing service.

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- E. The following records shall be completed for each volunteer and maintained by the unit's Volunteer Services Coordinator:
  - 1. An annual criminal record check utilizing the procedures outlined in YS Policy No. A.2.18.
  - 2. A Mandatory Reporter Statement utilizing the procedures outlined in YS Policy No. C.4.3, Section 6, in accordance with Ch. C. Art. 609 et seq.
  - 3. A Request for Investigation - Verification Form and documentation regarding any findings, utilizing the procedures outlined in YS Policy No. A.1.4, Section 6.J.
  - 4. A Volunteer Registration and Agreement Form [Attachment B.8.3(a)].
  - 5. Volunteer Services Assumption of Risk, Waiver of Liability and Hold Harmless form [Attachment B.8.3 (b)].
  - 6. Verification of proper credentials of professionals whose services require legal licensure or certification.
- F. The Facility Director or Regional Manager shall be responsible for instructing and encouraging volunteers.
- G. The Deputy Secretary, upon recommendation by the Facility Director and/or Regional Manager shall be responsible for the removal of volunteer workers or volunteer organizations.
- H. Volunteers are encouraged to contribute comments or suggestions regarding the overall operation of the volunteer services program.
- I. Youth shall be made aware of volunteer services available to them.

## VII. QUALITY ASSURANCE

Facility Directors and/or Regional Managers shall be responsible for an annual evaluation of the volunteer services program.

**Previous Regulation/Policy Number:** B-08-004 / B.8.3

**Previous Effective Date:** 04/30/2002



**Attachments/References:** B.8.3 (a) Volunteer Registration and Agreement Form.doc



B.8.3 (b) Assumption of Risk, Waiver of Liability and Hold Harmless.doc